

# MUSIC MATTERS

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## Updating VectorSolutions for the Upcoming School Year

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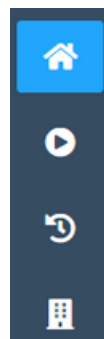
Client Training and Technology Coordinator

In early spring, SafeSchools changed branding. With this change, the SafeSchools name was unified under the VectorSolutions brand. The SafeSchools product's functionality has **not** changed, so your school's unique LMS and the training will look familiar. In addition, your school's URL to log into the LMS has **not** changed. When users log into the LMS, they will see the new VectorSolutions logo.



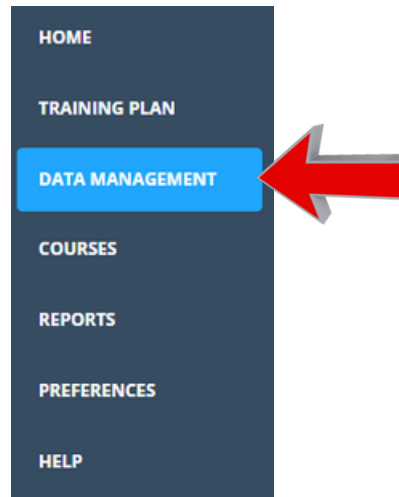
Has your district or college changed who will oversee the LMS? If so, you will need to complete a new [MUSIC LMS Administrator Contact](#) form (clickable link). Please email this form to [jackie\\_turnage-ferber@ajg.com](mailto:jackie_turnage-ferber@ajg.com), and the changes will be processed. You will receive an email notification once the updates are completed.

The LMS Administrator will need to update the LMS users for the upcoming school year. To update the users, go to the **Admin Area** of the LMS (left sidebar).



**Admin Area**

Then, click on **Data Management**.




Look at your current list of users. Any user that is no longer with your school will need to be **Deactivated**. To do this, click on the user icon next to the user that needs to be deactivated. Then, click the **Deactivate** icon.




 **User Icon**

**Profile**
Permissions
Jobs
Training Plan
Course Work History
Emails

Username:  
Password:  
First:  
Middle:  
Last:  
Email:  
Phone:  
Address:  
Address:  
Address:  
City:  
State:  
Postal Code:  
External Unique ID:



**Deactivate Icon**

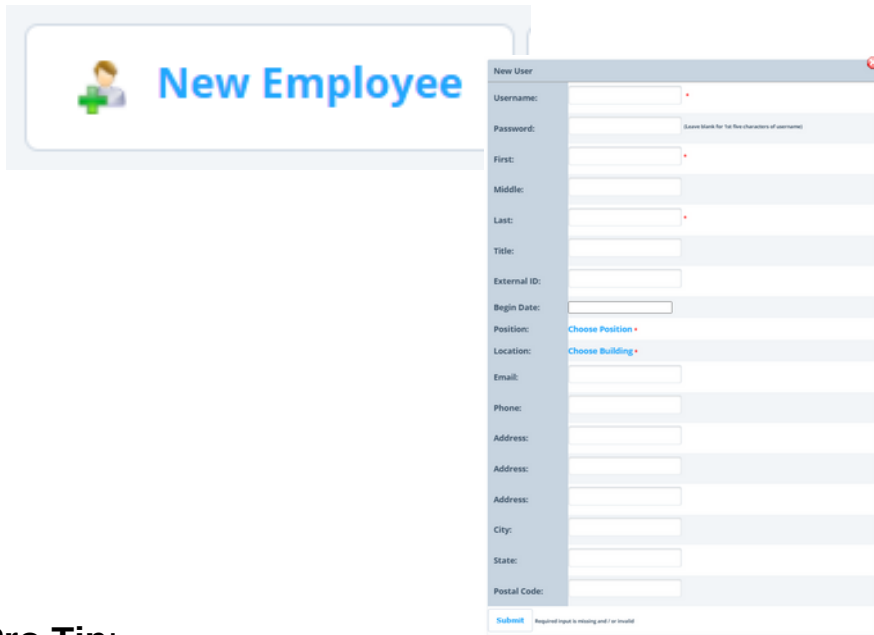


Deactivate

### **Please Note:**

A user should never be deleted since all assignments and completions for the user will be lost. Deactivating a user preserves his or her records.

Finally, you will need to add new users. To do this, click on the **New Employee** button on the upper right side of the page. Then, complete the required fields on the pop-up screen and click **Submit**.



The image shows a 'New Employee' button with a person icon and a 'New User' form. The form contains the following fields: Username, Password (with a note: 'Leave blank for 1st five characters of username'), First, Middle, Last, Title, External ID, Begin Date, Position (with a dropdown arrow), Location (with a dropdown arrow), Email, Phone, Address (three lines), City, State, and Postal Code. A 'Submit' button is at the bottom left of the form, with a note: 'Required input is missing and/or invalid'.

### Pro Tip:

Look at an existing employee's profile and identify how the username is entered. For Example: Username = Email Address or Username = First Initial / Last Name. **Be consistent!**

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**MUSIC will email a training newsletter later this summer. This newsletter will provide information about Missouri-required training and the MUSIC complimentary course bundle. Once this update is emailed, your LMS Administrator can begin assigning courses for the 2021 - 2022 school year.**



Do you have questions about MUSIC training? Do you have questions about your school's LMS? Contact Jackie Turnage-Ferber for help.

Contact Information:

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